

# DEPARTMENT OF THE INTERIOR PUBLISHING COUNCIL

April 28, 2005 MEETING

## MINUTES

### Members Present

Lee Campbell	BLM
Vickie Romero	BOR
Bert Simon	USGS
Gina Johnson	MMS
Jim Chase	NBC
Mark Newcastle	F&WS
Pat Corrigan	PAM

### Members Absent

Curtis Foust	BIA
Debra Melton	NPS
Margaret Quick	OSM

### Guests

Denise Wilson	GPO
Richard Sable	GPO

### Chapter 11, DM 314

Between the March and April meetings Bert developed Chapter 11 for the Departmental Printing Manual which deals with responsibilities and procedures for participating in the SPA program. Council members reviewed the draft chapter and comments were forwarded to Bert. He incorporated the suggested changes and at the meeting members reviewed the revised draft. There was considerable discussion concerning the requirement for a warrant if individuals were to make SPA purchases greater than \$2,500. To receive a warrant there would have to be special training in the procurement and reporting requirements.

By October 1, 2005, the full complement of FBMS processes will be in place. We need to be sure that the SPA and other GPO forms will be recognized by FBMS. This is important because FBMS will not pay unless it recognizes the request (initiating form). In order to conduct any training we need to understand how GPO acquisitions relate to FBMS. The acquisition of printing jobs must be included in FBMS. We need to check with our individual finance operations to be sure that we are covered. The web site with FBMS information is: [www.doi.gov/FBMS](http://www.doi.gov/FBMS)

There is a question as to the type of warrant designations that will be made. The Council will have to develop a training program which will include the GPO job placement requirements and processes and the DOI and FAR requirements.

Agency procurement rules will have to be followed when using the SPA for work greater than \$2,500. We need to tailor the SPA for use with the FAR since this is what the agencies design their processes and rules around. The key to success will be entering data into the Federal Procurement Data System.

## **GPO Updates**

There is nothing new yet on the nationwide convenience contract or the use of a GPO credit card. There will be GPO regional office closings; however they will take place over the course of two years.

## **Council Web Site**

Be sure to check the Council web site and report any changes to Mark.

## **Next Meeting**

Our next meeting is scheduled for May 26, 2005. Same time same place.

## **Future Meeting Dates**

May	26	September	22
June	23	October	27
July	28	December	1
August	25	January	26, 2006